

**CEMETERY AND FUNERAL Bureau**

2000 – Information for Candidates

**CEMETERY MANAGING OFFICER**

Written Examination

Eligibility

Each applicant to become a managing officer of a private cemetery authority in California must successfully complete a written examination before assuming the responsibilities of the office. Applicants must reside in California.

Purpose of the examination

The primary purpose of the examination is to assess the candidate's ability to apply California's health and safety laws to cemetery management. Candidates should know these laws and the Cemetery Act as they apply to a private cemetery authority and its employees.

Description of practice

The Bureau has determined that all aspects of cemetery management are encompassed in the managing officer's position. In particular, a cemetery's managing officer must possess adequate knowledge of the powers and responsibilities of a private cemetery authority and of its licensed brokers and salespersons. Because cemeteries may operate crematories, the managing officer must also possess adequate knowledge of crematory management.

Written examination

The cemetery managing officer examination contains multiple-choice items covering major job responsibilities. Some of these will cover crematory operation and the duties of a crematory manager. These items will be administered to all candidates, regardless of whether their immediate duties include crematory oversight.

The examination for cemetery managing officer is developed and maintained by the Department of Consumer Affairs' Office of Examination Resources. Previously qualified managing officers provide technical expertise in the development of the examination.

Passing score

The passing score is based upon practice criteria and is intended to protect the health, safety, and welfare of the public.

MANAGING OFFICER

What to study

The candidate must be able to perform job duties in the following areas of responsibility:

CONVEYANCES OF CEMETERY PROPERTY (15%): Includes but not limited to plot ownership, transfer of ownership of different types of cemetery property, acquisition and dedication of lands for cemetery purposes, removing a dedication, certificates of ownership, all contracts of sale, liens and leases, and employment or compensation of brokers and licensed and unlicensed salespersons.

CEMETERY OPERATION (35%): Includes but not limited to certificates of authority to operate a cemetery, crematory operation by a cemetery authority, property ownership, joint tenancy of cemetery property, disposal of the unclaimed dead, care and protection of cemetery properties, abandonment of property, and operation, improvement, and embellishment of cemeteries. Mausoleums and columbariums are considered cemetery property.

REQUIREMENTS FOR INTERMENT (20%): Includes but not limited to custody of remains and duty of interment, rights of interment; disinterment and reinterment; disposal, removal, and transportation of remains; requirements for burial or cremation; and effects of cemetery construction on infection control.

CEMETERY TRUST FUNDS (15%): Includes but not limited to prearrangement plans, conservatorship, investments, reinvestments, seizure of funds, securities, and taxes pertaining to endowment care funds and special care funds.

LEGAL OBLIGATIONS (15%): Includes but not limited to record keeping and records pertaining to endowment care funds and special care funds, fund trusteeships, endowment care fund and special care fund reports, records of cremations and interments, and the responsibility of cemetery corporations and managing officers to require lawful practices from subordinates.

References

Candidates should review practice-related sections of :

- Chapter 19, California Business and Professions Code (§§ 9600–9789)
- Divisions 7 and 8, California Health and Safety Code (§§ 7000–9677)
- Title 16, Division 23, California Code of Regulations (§§ 2300–2388)

Check your local public library or the Internet at www.dca.ca.gov/cemetery.

Notification of results

The Bureau will notify you of your examination results by mail within 8 weeks of the scheduled examination date. If you do not receive the results by 1 week past the specified date, submit a written request to the Department for a duplicate copy of your examination results.

Examination results will not be released by telephone or in response to a personal visit.